**French Accents**

For Mac Computers

acute accent  
  **é**   Hold option and **e** then **e**  
  
grave accent  
  **à**, **ò**, **ù**   Hold option and ` then **a**, **o**, **u**  
  
cedilla  
  **ç**   Hold option and **c**  
  
circumflex  
  **â**, **ê**, **î**, **ô**, **û**   Hold option and i then a, e, i, o, u  
  
tréma  
  **ë**, **ï**, **ü**   Hold option and u then e, i, u  
  
oe ligature  
  **œ**   Hold option and **q**  
  
French quotation marks  
  **«**   Hold option and **\**  
  **»**   Hold option and **shift** and **\**  
  
Euro symbol  
  **€**   Hold option and **shift** and **2**

Please note that I don't use a Mac and that these instructions were provided to me by Mac users. If there are mistakes, please let me know.

To type accents on a PC or laptop you can use the following system. To write the letter "é" for example, push the control key and type the apostrophe sign ('), followed by a simple e > the letter appearing will be é.

|  |  |  |
| --- | --- | --- |
| **é** | ( e accent aigu ) | control + ', then e by itself |
| **à** | ( a accent grave ) | control + `, then a |
| **è** | ( e accent grave ) | control + `, then e |
| **ô** | ( o accent circonflexe ) | control + shift + ^, then o |
| **â** | ( a accent circonflexe ) | control + shift + ^, then a |
| **î** | ( i accent circonflexe ) | control + shift + ^, then i |
| **ï** | ( i tréma ) | control + shift + colon (:), then i |
| **ë** | ( e tréma ) | control + shift + colon (:), then e |
| **ç** | ( c cédille ) | control + comma (,), then c |
|  | | |
|  | | |

ALT keys for French accents

a with grave accent  
   **à**  ALT + 133    **À**  ALT + 0192  
  
a with circumflex  
   **â**  ALT + 131    **Â**  ALT + 0194  
  
a with tréma  
   **ä**  ALT + 132    **Ä**  ALT + 142  
  
a e ligature  
   **æ**  ALT + 145    **Æ**  ALT + 146  
  
c with cedilla  
   **ç**  ALT + 135    **Ç**  ALT + 128  
  
e with acute accent  
   **é**  ALT + 130    **É**  ALT + 144  
  
e with grave accent  
   **è**  ALT + 138    **È**  ALT + 0200  
  
e with circumflex  
   **ê**  ALT + 136    **Ê**  ALT + 0202  
  
e with tréma  
   **ë**  ALT + 137    **Ë**  ALT + 0203  
  
i with circumflex  
   **î**  ALT + 140    **Î**  ALT + 0206  
  
i with tréma  
   **ï**  ALT + 139    **Ï**  ALT + 0207  
  
o with circumflex  
   **ô**  ALT + 147    **Ô**  ALT + 0212  
  
o e ligature  
   **œ**  ALT + 0156   **Œ**  ALT + 0140  
  
u with grave accent  
   **ù**  ALT + 151    **Ù**  ALT + 0217  
  
u with circumflex  
   **û**  ALT + 150    **Û**  ALT + 0219  
  
u with tréma  
   **ü**  ALT + 129    **Ü**  ALT + 154  
  
French quotation marks  
   **«**  ALT + 174    **»**  ALT + 175  
  
Euro symbol  
   **€**  ALT + 0128

Note: While the control keys work great for Work documents and Outlook, it does not work in PowerPoint. So, for PowerPoint, you would need to use the ALT keys or Insert🡪 Symbol.